

City of Stone Mountain

875 Main Street

Stone Mountain, Georgia 30083



The City of Stone Mountain is accepting applications for the position of Municipal Court Clerk.

Job Summary: This is a supervisory position responsible for overseeing the daily operations of the Municipal Court. Work involves coordinating all court functions, assisting the judge and solicitor with court proceedings, processing court cases as directed by the judge, and maintaining municipal court records in accordance with prevailing laws, municipal policies and procedures. Duties are performed independently under the general supervision of the City Manager and in coordination with the Municipal Court Judges.

Requirements: Bachelor's degree from an accredited college or university with emphasis in business, public administration or related field is required. The position requires three (3) years of progressively responsible experience in municipal court administration, court procedures, customer service, records management, financial management and desktop computer software operations, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for the position. Must possess and maintain valid Georgia Crime Information Center (GCIC) operator certification and Georgia driver's license.

Salary Requirements: \$41,475 to \$54,116

Benefits: Vacation leave, holidays, sick leave, employee medical and disability insurance, and defined benefit retirement plan.

To apply: Interested candidates may email a resume to garypeet@stonemountaincity.org no later than June 14, 2013. The position will remain open until filled.

For a complete job description go to www.stonemountaincity.org homepage and see the posting under "Special Notices".